

1     **Wilton Sewer Commission - Monthly Meeting, Thursday, June 20, 2013 DRAFT MINUTES**

2                     **APPROVED**

3     The Wilton Sewer Commission held its regular monthly meeting on Thursday, June 20, 2013 at 6:30 PM  
4     in the Town Hall Courtroom. Present were Commissioners Tom Herlihy (Chairman), Tom Schultz and  
5     Chris Carter; Clerk Joanna Eckstrom; Tom Quinn Sr. for Riverwalk

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7     \* Mr. Herlihy called meeting to order at 6:30 PM. There was no public input / comment. Mr. Carter  
8     asked the Clerk to fax the Emergency Contact List to MAC-Base

9  
10    \* **Minutes May 16<sup>th</sup>**. Mr. Herlihy asked whether Mr. Viens had gotten refund yet. Ms. Eckstrom said  
11    that if it has been done, town would process the refund. Upon a motion by Mr. Carter, second by Mr.  
12    Schultz, minutes of May 16th meeting were accepted, as written, unanimously.

13  
14    \* **Tom Quinn, Sr. was present to discuss sewer hook-ups for the Riverwalk 16 unit development.** He  
15    attended water meeting a few weeks ago and that part is all set; he was granted a waiver on water  
16    hook-up fees. Now, he's ready to go on sewer and needs to know procedure (Mike Bergeron will be on-  
17    site as needed for water). Mr. Carter suggested that a sewer department representative or Mr.  
18    Bergeron could do a connection pressure test at same time water is brought on to the service. It was  
19    determined that this may not work because water line and sewer lines may not be in same trench. Mr.  
20    Quinn said each unit has own pump to bring waste to connection in street. Mr. Quinn wanted to know  
21    cost per hook-up and whether the sewer department would waive fee as water did.

22       Mr. Herlihy felt that the 'hook-UP fee' is like a membership fee and not really 'waivable'. Mr. Carter  
23    had similar thoughts saying that it's a user fee and even though Mr. Quinn installed the sewer utility  
24    lines, they are ultimately connected to Wilton's waste water system and Wilton is responsible for any  
25    problems that may arise down the line.

26       There was some discussion about what the hook up fee is because rate changes had been made and  
27    rescinded earlier this year. Mr. Herlihy said commission will review and decide whether to waive hook-  
28    up fee or not and will notify Mr. Quinn by letter of this. Mr. Carter assured Mr. Quinn that if fee is not  
29    waived, it would be charged as each unit comes onto service, not for 16 units in advance of connection.

30       Ms. Eckstrom to review minutes from early this year to confirm sewer hook-up fee.

31  
32    \* **Accounts Receivable**

33       **Sewer billing issues / abatements with Town Clerk. Jane Farrell, Tax Collector –defer.**

34  
35       **Discuss back-charge to New England Pipe for Island St. work.** Department has bill from  
36    Wetherbee for \$1767.20 on which there is a discrepancy – bill is for 4 hole saws, only bought one. New  
37    England Pipe(?) re-lined sewer pipes on Island Street and because job not done properly, there has been  
38    several blockages that the department had to repair – 7 dig-ups on Island Street. Mr. Carter is  
39    concerned that State will demand repairing pavement at sewer department's expense. Commissioners  
40    asked Pam Atwood to locate contract with pipe company so that liability / responsibility for damages  
41    may be determined. At Mr. Herlihy's suggestion this issue will be continued to next month.

\* **Accounts Payable and YTD expenditures (All)** Mr. Schultz said that YTD looks pretty good. Ms. Eckstrom noted there may be an overstatement of amount spent for Clerical. She will confirm with Pam Atwood whether the last pay period of 2012 paid on Jan. 2<sup>nd</sup> 2013 is skewing the number.

Mr. Herlihy asked about the 'Audit' line item; it was confirmed that 2012 was the first time department was billed so it's included in the 2013 budget.

\* **Receivables** - Mr. Carter asked for confirmation that sewer department will be reimbursed from from Maple St bond to pay the \$5,000 charge for engineering. This is in the minutes when the expense was approved; the process for reimbursement will be clarified.

\* **Review supplies needed and authorize their purchase.** Mr. Carter and Brian Adams (highway department employee) put together a list of items needed by the sewer department. Materials are stocked/stored at town barn but are for exclusive use of sewer department. A bid / quote was prepared from Vellano.

Mr. Schultz said bids should be sought from several vendors for all purchases. He will send the RFQ form to Misters Herlihy and Carter.

Mr. Carter said Vellano has been used by department for many years – they are best price for supplies that fit the basic pipes that the department uses. He agreed that bids should be sought for large purchases but didn't think necessary for stock orders for small amounts.

A motion by Mr. Carter, seconded by Mr. Herlihy to accept Vellano's bid for supplies was unanimously approved.

The purchase of replacement cutter heads for rodder/auger was approved as well.

\* **Update Pump Station Labor and Safety – Mr. Herlihy and Mr. Carter**

Training for Town employees who perform sewer dept. jobs is generally required every two years.

Mr. Herlihy and Fire Chief Ray Dick determined that at the very least, there should be a hoisting apparatus at each pump station. Also, whenever the job requires a man to go into the hole, **there must be two men on site.** Chief thinks that the town can build the devices; Mr. Herlihy will look into purchasing a device for each location.

Per Mr. Carter, protective clothing (gloves, suits) are available. Employees. They are up to date on inoculations.

New batteries were purchased and installed in meters; problem with re-setting the meters because sensors also need to be replaced. Chief is getting new sensors.

Mr. Bergeron has been calibrating meters; Mr. Carter says this should be done only by a licensed professional company. Mr. Schultz will apprise Mr. Bergeron to stop calibrating.

It was suggested that all locks be changed; all use same key. Paul Lemire will be contacted for this.

Mr. Herlihy will follow up with Grainger on safety equipment.

Alarm system – Mr. Schultz will contact Missionn Communications to invite their representative to next meeting to explain alarm system.

Misters Herlihy and Carter will continue working on the safety plan.

\* **Update Maple St Project – ALL - Bond info, Engineering plans & Bid Package**

Mr. Schultz moved, Mr. Herlihy seconded to accept Fieldstone Engineering's plans as received; voting unanimous.

Mr. Schultz moved, Mr. Herlihy seconded that Fieldstone should put the approved Maple Street Wastewater Improvement project plans out to not less than six qualified contractors; vote unanimous. It is anticipated that start date could be August 1<sup>st</sup>.

Michaud (Nelson) Funeral Home tree removal – done; Mr. Michaud happy with results.

Storage site – Mr. Carter – no update.

**\* Sacred Heart Church Connection – response to letter/further action/affect of Maple St project??**

Mr. Schultz moved, Mr. Carter seconded to stop billing for the church only. Vote unanimous. No other action by sewer department at this time.

**\* Sewer billing issues / abatements with Town Clerk. Jane Farrell, Tax Collector** – Ms. Farrell had three accounts to discuss. She will handle issue at 168 Main Street.

Mr. Schultz's motion to abate \$55 at 103 Intervale Rd, second by Mr. Carter approved unanimously. A \$9.54 charge for 70 Forest Rd was agreed to unanimously.

**\* Silas Little's review recommendations for Milford-Wilton Inter-municipal Wastewater Agreement**

All agreed that commission should go to Milford's next meeting to discuss. Mr. Schultz will contact Dale White to arrange this.

**\* Energy proposal (Mr Schultz)** John Shepardson is not doing anything on a town-wide basis as previously thought. Motion by Mr. Schultz, second by Mr Herlihy for Mr. Schultz to get competitive bids for electric supply for sewer (and water) departments. Voting unanimous.

**\* Discuss any other business to come before the Board.**

Kukulka / Viens Seagroves Road – sewer hookup. Commissioners have no objection to sewer hook-up coming from Adrian Way.

Mr. Herlihy had a letter mistakenly sent to (and held by) the Highway department since June 4<sup>th</sup>. The letter from NH DOT references hanging sewer pipe under bridge on Island Street. The Commissioners agreed that Holden Engineering, contractor hired by the commission, is following this to the project end.

**\* Next / future meeting dates:** Mr Herlihy moved, seconded by Mr. Carter to change the monthly meetings to the second Thursday of the month, beginning with the July meeting; voting unanimous in favor. Next meeting July 11<sup>th</sup>.

There being no other business, the meeting adjourned at 8:45 PM.

Respectfully submitted,

Joanna K Eckstrom, Clerk